
Hollinswood and Randlay Parish Council

Chairman of Human Resources: Cllr Sally Snell

Clerk: Katrina Baker MBE

MINUTES OF THE HUMAN RESOURCES MEETING

held on 10th March at 7.00p.m. at Hollinswood Neighbourhood Centre

PRESENT: Cllr S Snell Cllr P Farrar
Cllr S Unwin Cllr C Prescott
Cllr R Tyrrell

In Attendance: Katrina Baker (Clerk)

HR25/034 Welcome

The Chairman, Cllr Snell, welcomed everyone to the meeting and thanked them for attending.

HR25/035 Apologies

None

HR25/036 Declarations of Interest relating to any matters on the Agenda

None

HR25/037 Minutes of the meeting held on 2nd December 2024

It was proposed by Councillor S Unwin and seconded by Councillor Farrar that the Minutes of the meeting held on 2nd December 2024 be confirmed. All were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 2nd December 2024 be signed as a true record.
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HR25/038 Matters Arising, not otherwise on the Agenda, for information

Clerk's Appraisal & Review

The Clerk had been instructed, following the appraisal, to arrange a job evaluation and review using the Society of Local Council Clerks formula. The review had confirmed that the Clerk should be on LC3 and taking into consideration the experience and qualifications, as well as the range of activities and responsibilities at this Parish, should be above the substantive benchmark range of between SCP 42 and 45. The Clerk is currently on SCP 39. This will be added to a future agenda for consideration within the new financial year.

Enhanced DBS Certificates

All Staff and Councillors have provided the Parish Council with a copy of their current enhanced DBS certificates, in accordance with the Council's Safeguarding Policy.

HR25/039 Staff Updates

The Clerk had met with all members of the team individually to discuss their roles and to have an opportunity for them to ask any questions or share worries or concerns. It is fair to say that all staff are feeling vulnerable and some are unsettled by the current community governance review, which may result in major changes for the Parish Council and Staff.

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All staff are offered support and we have discussed coping strategies. The team would prefer the 'no change' option especially relating to the staff team, but importantly, they see no benefits to the communities in our Parish by making it bigger and changing its name. We will, of course, continue to work to the highest standards and represent the Parish at all times. All staff have been encouraged to respond to the consultation, as a resident and as employees. All staff are encouraged to progress their personal development and team members have been attending training sessions to develop their skills and expertise.

The Councillors asked that the staff 'do not worry' and to remain positive. The Parish Council will support all staff through any processes and will look to ensure that appropriate arrangements are in place for future redeployment or redundancy, should the need arise.

Councillor Tyrrell offered to assist with the creation (or updating) of employment policies including a redundancy policy. HR officers at TWC have been asked to assist, but have declined.

HR25/040 Holiday and Sickness Records

Staff Sickness

The Clerk reported on the staff sickness records and Members congratulated staff on their excellent low sickness records. The phased return to work programme had supported one staff member back to full time hours and full responsibilities.

Holiday Entitlement

Staff have been taking holidays periodically and Members were informed of the number of days still available to each member of the team. It was confirmed that up to 5 days can be carried forward. However, this year staff have taken holidays throughout the year and therefore there will be a limited number of days to take over into 2025/26.

HR25/041 Exclusion of Press & Public

it was proposed by Councillor Snell and seconded by Councillor Unwin all were in favour and thus it was

RESOLVED that anyone who is not a member of the Committee be asked to leave the meeting, due to the confidential nature of the discussions.
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HR25/042 Recommendations

It was proposed by Councillor Snell, seconded by Councillor S Unwin, all were in favour and thus it was

RECOMMENDED that the Human Resources Committee will look at all job descriptions and corresponding salary scales with a view to increasing, as appropriate, in 2026/27.
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HR25/043 Date of the next meeting

Subject to the ratification of the new scheduled of meetings at the Annual Meeting, the next HR Committee meeting will take place on 2nd June 2025 at 7.15pm in the Council Chamber.

There being no further business, the chairman closed the meeting at 7.20pm.

SignedDate

These Minutes remain draft until agreed at the next meeting in June 2025.